



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Kimberly Please forward your application, quoting the post reference number to the Chief Director, Department of Water and Sanitation, Private Bag X 6101, Kimberley 8300 or hand deliver to 28 Central Road, Beaconsfield, Kimberley, 8301, **For Attention** : Ms. Winnie Malope
- CLOSING DATE** : 15 June 2018 TIME: 16h00
- POST** : ADMINISTRATION CLERK: PRODUCTION REF NO 150618/18
- BRANCH** : SANITATION
- CHIEF DIRECTORATE** : SANITATION -
- SALARY** : R 152 862 per annum (Level 05)
- CENTRE** : Kimberly
- REQUIREMENT** : A National Senior certificate or equivalent .Computer literate with good knowledge of Ms Word, Excel, Outlook and PowerPoint. Knowledge of administration procedure/s. Good Communication skills (written and verbal) Good interpersonal relations and the ability to work under pressure and beyond normal working hours
- DUTIES** : Filing of correspondence, reports, financial and other documents. Scanning and filing of all documents on the electronic filing system. Compiling agenda, sending invitations, arrange for venue, equipment and catering for meetings. Filing minutes of all meetings. Requesting and monitoring the submission of monthly progress reports. Data capturing, screening of log sheets and claims, updating section's leave register Liaise with stakeholders and respond to routine queries. Keep cash flow up to date and support budget management process. Any other general admin duties.
- ENQUIRIES** : Mr. Gavin January, 053 830 8800